

## Account Ledger Inquiry

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### Process:

- 1) Enter Account in *Account* field
- 2) Click *Find*.

The *From Date* will default to July 1 of the current fiscal year and the *Thru Date* will default to the last day of the current month. If you want to see transactions for another period, enter appropriate dates in the *From Date* and/or *Thru Date* fields.

### Result

The first 10 lines of the data will appear in the *Actual Amount* column.

Account: 13251001.571100 BOARD & LODGING  
Ledger Type 1: AA General Ledger  
From Date: 07/01/2004  
Thru Date: 02/28/2005  
Subledger/Type: \*  
YTD: 10,456.03

Records 1 - 10

Do Ty	Doc Number	Doc Fd	G/L Date	Explanation	LT 1 Amount	LT 1 Debit	P C	LT2 PC	LT 1 Credit	LT 2 Debit	LT 2 Credit
P9	3611152	10000	07/06/2004	VALENTINOS OF LINCOLN	22.68	22.68	P				
P9	3617256	10000	07/07/2004	PETERSON, BEVERLY	69.84	69.84	P				
P9	3628653	10000	07/09/2004	HIGGINS, JOE	650.95	650.95	P				
PV	3677150	10000	07/21/2004	WINGATE INN, KEARNEY	55.95	55.95	P				
PV	3839404	10000	08/19/2004	NEBRASKA COUNCIL O	27.00	27.00	P				
PV	3846047	10000	08/20/2004	HOLIDAY INN, KEARNEY	138.00	138.00	P				
PV	3846047	10000	08/20/2004	HOLIDAY INN, KEARNEY	69.00	69.00	P				
PV	3846047	10000	08/20/2004	HOLIDAY INN, KEARNEY	138.00	138.00	P				
PV	3846053	10000	08/20/2004	IMES, KANDY	33.31	33.31	P				
PV	3846056	10000	08/20/2004	HIGGINS, JOE	64.50	64.50	P				

Click on the *Records 1-xx* down arrow(s) to get to the bottom of the grid to see all data.

Flag a row and click *Select* to see additional information about a transaction.

If a printout of the data is needed, click on *Report > Print Ledger*, then click *OK* on the Printer Selection screen to submit the print job to the processing queue.

Additional Uses for this query are:

Enter appropriate data in the *Subledger/Type* fields if data is only needed for a specific Subledger.

Choose the appropriate radio button if only Posted or Unposted transactions are desired. Posted transactions have a **P** in the *PC* field on the grid.

Enter the appropriate Document Type on the QBE line above *Do Ty* to limit the query to specific transaction types. For instance, enter **RC** if searching for refunds.

Enter the appropriate revenue account, enter appropriate dates, and then print a report to serve as backup for paying expenses from conference registration fees.

*TIP: If multiple locations are being used, use subsidiaries to create separate accounts.*

Use other fields on the QBE line above the grid to further restrict the query.